

SCREENER/REVIEWER

- Review applications prior to issuance of EBT card to ensure application has been completed in its entirety to include:
 1. Verification of ID and residence has been obtained/documented.
 2. The client meets eligibility criteria.
 3. The income and resource amounts have been totaled.
 4. The income test has been completed.
 5. The client and worker have signed the application.
- Provide the client with an explanation of the approval process, EBT procedures, benefit availability, etc. Coordinate with the application worker and EBT card issuer to ensure thorough explanations of required information and to eliminate duplication of effort.